

CRITERIA FOR IDENTIFYING RECORD COLLECTIONS SUSCEPTIBLE TO
COST/BENEFIT ROLL MICROFILMING FOR LONG RANGE STORAGE

1. If a particular collection has been scheduled for permanent retention or retention as "inactive office" files for periods in excess of 30 years complete Form 3239 and provide detailed information about the collection.
2. Computer produced documents (print outs, reports, etc.) that are currently destined for storage for periods in excess of two years should be identified on Form 3239. These documents are particularly well suited for high speed, low cost, microfilming by utilizing Computer Output Microfilm processing.
3. For all other collections if they are to be retained as "inactive records" for ten years or longer and meet two of the four criteria described below, fill in Form 3239 on each series or document collection.
 - A. Collections whose total volume at the Records Center exceeds 25 cubic feet and has an annual growth estimated to be in excess of five cubic feet per annum.
 - B. "Closed Files" -- that is files that are complete onto themselves and require no "inter filing" or "add-on" filing after they have been deposited in the Records Center.
 - C. Files that are already relatively well indexed or would lend themselves to a simple indexing system (by identifying and filming key data which would lead one to specific areas or groups of areas in a reel of film). Examples are Name or Case files; well structured subject or project files; files maintained in chronological sequence, etc.
 - D. Files that have (or are anticipated to have) relatively low level reference activity after they have been deposited in the Records Center. As a guide assume reference activity in excess of one per cubic foot per month to be excessive for the purpose of microfilming.

ATTACHMENT A